YOUR PERSONAL ACTION BOOK

# Quiet the Anxious Mind

Calm a racing mind and a body stuck on high alert.

Generated Jul 21, 2026 · 90-day horizon

THE BIG PICTURE

# Your 90 days at a glance

Every goal and its checkpoints on one timeline — so you can see how the next 90 days fit together, not as separate plans.

**DAY 30**

**Mind.** Kept a daily 10-minute calming practice for two weeks

**Health.** Kept a daily 10-minute decompress ritual for two weeks

**DAY 60**

**Mind.** Faced one avoided situation instead of dodging it

**Health.** Held one screen-free evening every week for a month

**DAY 90**

**Mind.** Catching and defusing most spirals before they escalate

**Health.** Notice a calmer baseline on most days

> MID-POINT CHECK-IN · AROUND DAY 45
>
> Halfway through, take five minutes and answer these honestly:
>
> 1. **What's actually working?** Do more of it.
> 2. **What's not?** Shrink it until it's easy, or drop it.
> 3. **What's the one thing** you'll fix for the second half?

MIND

# Turn the volume down on anxiety

*Build daily practices that calm the body and stop thought spirals before they take over.*

### THE CHALLENGE

Anxious, with a mind that won't slow down

### WHY IT MATTERS

A regulated nervous system makes anxious thoughts lose their grip.

### HOW THE PLAN UNFOLDS

| | |
|---|---|
| **Week 1** | Do your first actions and start your keystone habits. The only goal this week is to begin. |
| **Weeks 2–4** | Make the routine automatic and repeatable, working toward: Kept a daily 10-minute calming practice for two weeks. |
| **Month 2–3** | Turn the routine into a result you can point to, working toward: Catching and defusing most spirals before they escalate. |

### MILESTONES

- **DAY 30** Kept a daily 10-minute calming practice for two weeks
- **DAY 60** Faced one avoided situation instead of dodging it
- **DAY 90** Catching and defusing most spirals before they escalate

### KEYSTONE HABITS

**Daily calming practice**

When I wake up, I will do 10 minutes of breathing or grounding.

**Name the spiral**

When my thoughts start racing, I will write the worry down and label it.

### YOUR FIRST ACTIONS

- [ ] **Learn one grounding technique**
  Pick a single breathing or 5-senses method and practice it daily.
- [ ] **List your avoidances**
  Write down what you've been dodging, from smallest to scariest.

- [ ] **Face the smallest one**
  Take on the least-scary avoided thing this week to prove you can.

### TRACK IT · FIRST TWO WEEKS

Check a box each day you do the habit. Copy it for the weeks after.

**Daily calming practice**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

**Name the spiral**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

### IF-THEN PLAN

**When** my thoughts start spiraling**, then** I name the worry out loud and take five slow breaths.

**When** I want to avoid something**, then** I do the smallest version of it instead of nothing.

**When** anxiety shows up in my body**, then** I slow my exhale and drop my shoulders before reacting.

HEALTH

# Lower the baseline stress load

*Build daily recovery so stress stops leaking into sleep, food, and mood.*

### THE CHALLENGE

Stress is wrecking my health

### WHY IT MATTERS

Chronic stress quietly taxes everything — small recovery habits pay it back.

### HOW THE PLAN UNFOLDS

| | |
|---|---|
| **Week 1** | Do your first actions and start your keystone habits. The only goal this week is to begin. |
| **Weeks 2–4** | Make the routine automatic and repeatable, working toward: Kept a daily 10-minute decompress ritual for two weeks. |
| **Month 2–3** | Turn the routine into a result you can point to, working toward: Notice a calmer baseline on most days. |

### MILESTONES

- DAY 30 — Kept a daily 10-minute decompress ritual for two weeks
- DAY 60 — Held one screen-free evening every week for a month
- DAY 90 — Notice a calmer baseline on most days

### KEYSTONE HABITS

**Daily decompress**

When I close my laptop for the day, I will do my 10-minute decompress ritual.

**Breathing reset**

When I feel my chest tighten, I will take five slow breaths.

### YOUR FIRST ACTIONS

- [ ] **Define a shutdown ritual**
  A short fixed sequence that tells your brain the workday is over.
- [ ] **Schedule one rest block**
  Protect a recurring window that's purely for recovery, not errands.

- [ ] **Swap one stress-eat trigger**
  Pick your most common trigger and pre-decide a better response.

### TRACK IT · FIRST TWO WEEKS

Check a box each day you do the habit. Copy it for the weeks after.

**Daily decompress**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

**Breathing reset**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

### IF-THEN PLAN

**When** I keep checking work**, then** I move my phone to another room for the rest block.

**When** I reach for a stress snack**, then** I drink water and wait 10 minutes first.

**When** rest feels unproductive**, then** I remind myself recovery is what makes the work possible.